

EDAW Inc
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RECYCLING AT EDAW

EDAW's recycling plan complies with New York City Commercial recycling law, local law 87. All the material that is removed from EDAW, including office waste, cardboard, newspaper, pantry waste, wet cafeteria waste, and various bulk items including glass, metal plastic, bulk and construction debris, are pre separated at the office and disposed of in the proper receptacles. Paper products are separated into their paper grades, baled, and shipped to domestic and overseas mills that process the material into recycled fiber; all glass, metal, and plastic products are separated, baled, and shipped to domestic recyclers who process the material into recycled products.

Disposal guidelines:

Trash and Paper – The small black wire mesh trash cans at the employee desks is for the disposal of trash (non-recyclable content) only. The blue recycling bins at employee desks and other various areas around the studio are for paper products only. This includes the following:

- Non-confidential white or colored paper
- Newspapers and magazines
- Junk mail (envelopes with windows O.K.)
- Index cards and file folders
- Smooth cardboard
- Soft cover books
- Post-It Notes

Plastic and Aluminum - Place these materials in recycling bin labeled "Glass, plastic, aluminum" in the kitchen. This includes the following materials:

- *Empty Cans*
- *Empty Bottles*
- Plastic Containers

Corrugated Cardboard - Remove packing materials, flatten and place near the freight elevator or next to centrally located garbage receptacles.

Confidential Documents – Using the provided paper shredders shred all confidential documents prior to disposal.

Food/Organic Waste - Please take all food and other organic materials in the bin labeled "Compost", coffee grounds, tea bags and fruit should be stored in the ziplock bag located in the freezer. This will be used as food for the in house composting worms.

Technical Trash – Please dispose of all technical trash (acceptable items listed below) in the provided "Techno Trash" bins located in the plotter room. Once the bin is full it is sent to GreenDisk for secure destroy and recycle.

- All forms of electronic media and their cases: diskettes, zip disks, CDs, CD-Rs, CD-RWs, DVDs et al, video tape (i.e. VHS), audio tape, game cartridges, DAT, DLT, Beta or Digibeta, and virtually all other type of computer tapes.
- Hard drives, Zip and Jazz drives, jump drives, etc.
- All forms of printer cartridges including both inkjet and toner.
- All types of cell phones, pagers, PDAs and their chargers, cables, and headset accessories
- All types of rechargeable batteries (not regular alkaline ones) and their chargers
- All of the small computer accessories such as MP3 players, iPods, digital cameras, hand-held scanners, handheld games and other connected devices.
- All of the cords, cables, boards, chips, etc. attached to or removed from a computer.
- Laptop computers.

If you have any questions, please contact the Building Office at 917-339-3300